

Information and Tools for RFP Package 2007A

For use in developing a DD Council grant proposal from RFP 2007A

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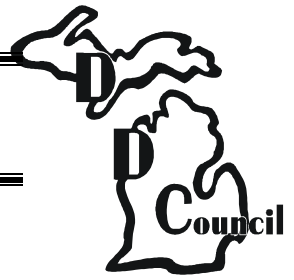


On the Web: This package and all other information, forms and tools needed to develop or review a proposal for a grant from the Michigan DD Council are available from our web site:

WWW.Michigan.gov/DDCouncil

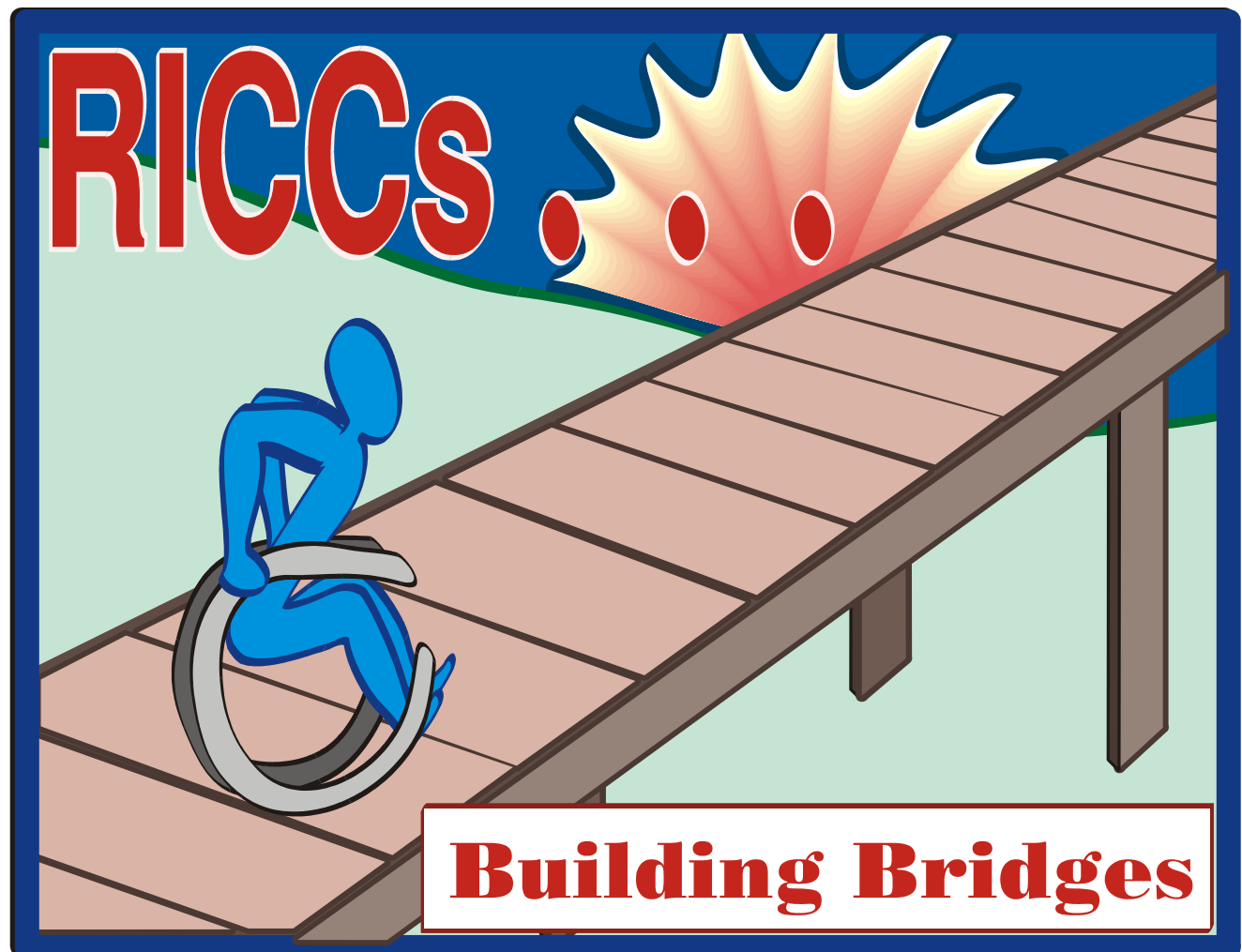


1. RICCs (Regional Interagency Coordinating Committees)



1.A. What Are RICCs?

1.B. 2007 RICC List



1.A. What Are RICCs?

RICC stands for “Regional Interagency Consumer Committee.” A RICC is a local, grassroots, group of people with developmental disabilities, their friends, and family members. Membership is also extended to local advocates, community leaders and service providers. There are more than 50 RICCs statewide and the number is growing.

Historically, RICCs have had three main functions: (1) to provide a forum for addressing local issues; (2) advocating for needed changes in the community, and (3) to inform the DD Council about local conditions for people with developmental disabilities.

An Effective Means

Over the past 30 years, RICCs in Michigan have proven to be a very effective means of changing local systems and the way communities interact with people with disabilities. Many are strong centers for self-determination.

Through local programs, networking, political action and hands-on advocacy, RICCs work to see people taking control of their own lives by making their own choices.

A RICC’s activities and influence are usually concentrated in a county or multi-county region of the state. Each RICC helps people with disabilities to become leaders in advocacy in the local communities it serves.

What makes a RICC so effective at the grassroots level? RICCs partner with allies, such as centers for independent living, Arc chapters, and other resources to make changes in their community. A RICC can be its community’s most effective champion for change. A RICC can also help its members learn critical information, build confidence and develop leadership skills.

Council Funds And Supports

RICCs are funded and supported by the Michigan Developmental Disabilities Council. Council grants provide their operating funds. The community service specialist who supports and guides the RICC activities around the state is a member of the DD Council staff.

RICCs build community coalitions, sponsor workshops, provide training and support to rally around issues. RICCs are charged with recognizing the

diversity within each Michigan community and addressing the needs of culturally diverse people with disabilities.

Another form of RICC grant activity is the RICC-Endorsed Community Mini-Grant. This can be as much as \$12,000 and requires endorsement from the local RICC.

Areas Of Emphasis

A RICC's priorities reflect the Council's. Among the areas of emphasis are transportation, education, recreation, employment, housing and health.

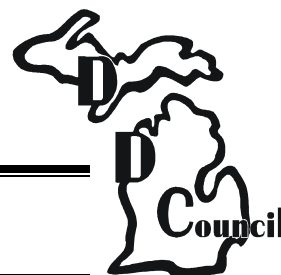
RICCs welcome your involvement. New RICCs are forming all the time. Contact the Council office for more on these effective advocacy coalitions.

For more information, please contact the DD Council by phone – 517-334-6123, by TDD – 517-334-7354. Our address is: 1033 S. Washington Ave., Lansing, MI 48910. Our website is: www.michigan.gov/ddcouncil.

2006

Our Community Includes Everyone !





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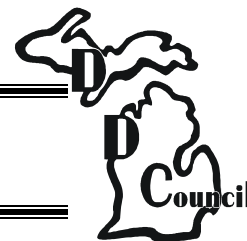
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2. About DD Council Grants . . .

Understanding why the Michigan Developmental Disabilities Council (DD Council) makes grants and how it administers RFPs, can help you decide whether to respond to a DD Council RFP. It may also improve your chances of writing a winning proposal.

Plan and RFP Process: the DD Council awards grants **only** to carry out strategies in its *Five-Year Strategic Plan*. Its competitive request for proposal (RFP) process is designed to bring in the proposals and select the projects that are most likely to achieve its targeted outcomes.

The DD Council does not encourage unsolicited proposals
and cannot assure review or consideration for proposals developed outside its planning and request for proposals process.

Values: The DD Council is a systems advocate. Its grants program is one of its tools for changing the way systems support people with developmental disabilities. The Council's objectives are increased support for:

- **Self-determination** and
- **Community inclusion and participation** for people with disabilities, including those in minority and culturally distinct populations.

DD Council grants support **only** projects to make these values the reality for people with disabilities and their families. Grant projects must work in accord with these principles and may not operate in segregated “disability-only” settings.

Methods: The Council's methods stress:

- **Collaboration:** Many DD Council projects require collaboration and/or coalition. Individuals, groups or agencies working in isolation rarely accomplish systems change. Collaboration is always an asset to a grant proposal.
- **Consumer Participation:** All DD Council projects must assure participation by people with DD and their families, including those in minority and culturally distinct populations, in developing, operating and evaluating the project. Every grant proposal must describe how people with

disabilities and their families participated in developing the proposal and specify their role in doing and evaluating it.

- **Outreach and cultural sensitivity.** Every grant proposal must include a plan for outreach to minority populations and plans for assuring cultural competence in doing and evaluating the project.

Outcomes and Sustainability: The Council has a small budget to influence a complex system. Proposals must show how the project would get the desired results and how improvements would be sustained beyond the grant period.

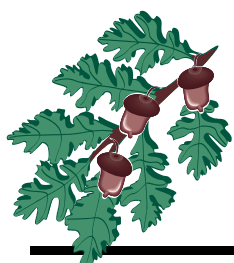
- DD Council projects must evaluate their activities and accomplishments. Proposals must show how the project would achieve the targeted outcomes, and how it would measure and document its achievements.
- Proposals must describe how capacity developed under the grant will continue and how other improvements will be sustained after the end of the grant.

Process for Reviewing Proposals and Awarding Grants:

The DD Council uses a multi-level review process to select, as objectively as possible, the proposals best suited to supporting its goals. It includes:

Y **Check ALL** copies of your proposal. Reviewers have difficulty understanding, or recommending, proposals with missing or out-of-order pages.

- **(Optional) Technical assistance and review of drafts:** DD Council staff is available during regular business hours, as time allows, to answer questions, discuss project concepts, and review draft materials. To assure a thorough review, (with response in time for you to use any suggestions) get your draft in well ahead of the RFP deadline.
- **Pre-Review Screening.** A proposal goes to the full review process only if it arrives at the Council office **by the RFP deadline**, with:
 - o A complete original proposal, appropriately signed, and 15 complete copies, including:
 - o **All** the elements specified in the instructions and the RFP, with each clearly labeled, and:
 - o In readable type and format, *without* complex bindings that can't be removed one-handed.



- **The Review Group** is made up of volunteers who have a deep commitment to the Council's mission and a broad range of expertise and experience. It will include:

- o At least one DD Council member and one member of the Council's Program Committee, whenever possible.

“Grant reviewers [surveyed] believed that organizational mission, proposed consumer involvement, and proposed diversity outreach ... are all-important criteria for ... who should receive funding.”

-- Recent report from the *Evaluation of DD Council Activities*.

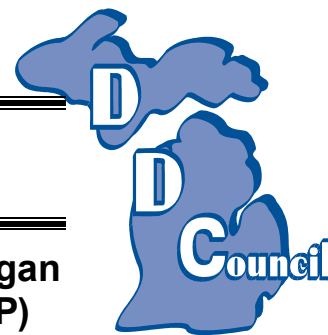
- o At least one person with a disability and a family member, especially those whose lives might be affected by the particular type of project(s).
- o Representatives of minority and culturally distinct populations.
- o Subject matter experts (e.g., experts in employment, housing, or community services, depending on the type of project), including service providers, state agency representatives and at least one person with evaluation expertise, whenever possible.
- o One or more RICC members and representatives of local service agencies for local projects.

It is important to remember that there will be reviewers who will **NOT**:

- o Understand professional jargon or the technical language of your particular field;
- o Recognize acronyms, especially those for local agencies in your area;
- o Already know about your organization's history and reputation.

On the other hand, there **WILL** be reviewers who:

- o Are sensitive to being labeled because of their disability;
- o Prefer the use of “People First” language; (“Person with a disability,” not “Disabled person.”)
- o Take exception to language that patronizes or talks down to people with disabilities and their family members.



3. Checklists

For assessing proposals developed in response to a Michigan Developmental Disabilities Council Request for Proposals (RFP)

The following tools are provided for your convenience, to help you cross-check your proposal, to assure that it includes all the needed elements, and, to some extent, to help you assess the completeness of your plans for elements like outreach, cultural competence and sustainability.

3.A. Checklist of General Requirements: Elements needed for ALL responses to DD Council RFPs

3.B. Checklist for Reviewing *Michigan Oral Health Needs Assessment for People with DD*

3.C. Sustainability Checklist: Indicators of Readiness and Ability to Promote Sustainable Systems Change



**Checklists are provided
for YOUR convenience.
Do not include them with
proposals.**

3.A. Checklist of Requirements for All RFPs

Elements needed for ALL responses to DD Council RFPs

Proposal Cover Sheet is completed, including:

- ☐ Complete contact information (address, phone, fax, email);
- ☐ Authorizing signature, with the top copy in original colored (not black) ink.
- ☐ Brief summary of the project under “Project Title and Summary.”
- ☐ Budget figures at the bottom for the first year of the proposed project.

Summary of Assurances, including description of:

- ☐ How people with DD and family members, including minorities, participated in developing the proposal;
- ☐ How they will participate in carrying out and evaluating the project and where plans are in the proposed workplan;
- ☐ Minority outreach and cultural sensitivity in development, execution and evaluation;
- ☐ How the proposed project will evaluate its activities and accomplishments, including where to find it in the proposal;
- ☐ Plans for assuring that project outcomes are sustained beyond the grant period;
- ☐ How information and products will be disseminated.

Narrative Summary, including summary information about:

- ☐ Problems to be addressed;
- ☐ Activities: What the proposed project would do;
- ☐ Organizational capacity of the applicant agency and other participating organizations;
- ☐ How the proposed activities will lead to the targeted outcomes specified in the RFP;
- ☐ Where and how data will be collected, analyzed, reported and used to improve the project

2.A. Checklist of Requirements for ALL RFPS

- ☐ What the proposed project will do to assure sustainability; and
- ☐ Dissemination summary for the Council's use in announcing awards.

Target groups: Description and **NUMBERS** of people the project expects to serve, train, educate, or influence. These may include:

- ☐ Number of people with DD by the level of supports needed;
- ☐ Number of people with DD by other relevant characteristics;
- ☐ Other target groups by their role for people with DD and by the characteristics that matter in the project's context.
- ☐ All target groups by race.

Outreach Strategies: Description of the proposed project's plans to assure diverse participation by:

- ☐ Members of minorities and culturally distinct populations;
- ☐ People with all categories of developmental disabilities;
- ☐ People who need all levels of support, with emphasis on those with high and very high support needs.

Workplan and Schedule forms, including one table for each quarter of Year One of the project.

Budget Forms for Year 1 of the project, including:

- ☐ Program Budget Summary, and
- ☐ Program Budget-Cost Detail.

Review Criteria: The completed proposal has been checked against them. (Sec. II of the RFP.)

3.B. Checklist for Reviewing *Michigan Oral Health Needs Assessment for People with DD*

- ☐ The project would determine the oral health needs of people with developmental disabilities in Michigan, including:
 - ☐ Identifying the oral health resources available in Michigan, by region;
 - ☐ Identifying gaps, barriers and other issues that affect the oral health status of people with DD in Michigan; and
 - ☐ Developing an action plan to promote responsive oral health public policy and an effective delivery system.
- ☐ The project would get the needs identification and action plan incorporated into the state's Oral Health Plan and associated documents.
- ☐ The project would support advocacy for implementing the action plan.
- ☐ It would work with the Council's state-level partners on oral health to:
 - ☐ Develop an Oral Health Coalition workgroup to help outline assets and issues, develop strategies and advise on implementation support; &
 - ☐ Identify and recruit members of the DD advocacy community to take part on other workgroups of the Oral Health Coalition.
- ☐ It would conduct a statewide needs assessment (but not a full-fledged numerical survey) about the oral health needs and issues of people with DD and their families in Michigan, including minority families.
- ☐ It would assemble national oral health data on people with disabilities, and compare it with information gathered in Michigan.
- ☐ It would develop useful, sustainable additions to the State Oral Health Plan, surveillance plan and Oral Disease Burden document, including an action plan, addressing each barrier identified.
- ☐ In years 2 and 3, it would partner with the Council's state-level partners on oral health issues, community organizations and other allies to:
 - ☐ Get DD Council approval and support of the Action Plan; and
 - ☐ Get the approval of the Oral Health Coalition and MDCH to incorporate project products into the state plan and associated documents.
- ☐ It would work with the state level allies to:
 - ☐ Strengthen state level policy advocacy on the oral health needs of people with developmental disabilities in Michigan; and

2.B. Checklist for RFP 2007A.1

- ☐ Provide information about oral health issues to local groups interested in advocating for the oral health needs of people with DD.
- ☐ It would work with RICCs and other state and local allies to support advocacy for implementation of the action plan, including:
 - ☐ Continuing collaborations with allies to promote increased resources and community collaboration;
 - ☐ Working with MDA and local District Dental Societies to increase access to local oral health services;
 - ☐ Identifying issues that need specific advocacy support and mobilizing action by disability advocates and allies;
 - ☐ Gathering stories to educate legislators and other decision makers about how access to oral health services affects their constituents.
- ☐ It would develop and disseminate information statewide.
- ☐ It would provide training and technical assistance, as appropriate, for consumers, families, providers and advocates.
- ☐ It would develop and carry out other approaches, as appropriate, to support state and local advocacy for improved oral health care for people with developmental disabilities.
- ☐ It would achieve the outcomes listed in the RFP.
- ☐ The proposal puts together a collaboration that can assure its ability to:
 - ☐ Work on a statewide level to collect data, perform needs assessment, develop an action plan and organize support for systems advocacy.
 - ☐ Provide expertise in needs assessment, data analysis, action planning, and systems advocacy;
 - ☐ Provide expertise in oral health needs; and
 - ☐ Provide knowledge and understanding of the needs and issues of people with developmental disabilities in Michigan.

3.C. Sustainability Checklist:

Indicators of Readiness and Ability to Promote Sustainable Systems Change



Does the organization have:

- ☐ **Strong Organizational Commitment to Systems Change as indicated by:**
 - ☐ A collective desire to be a champion team.
 - ☐ A “*Yes I can*” attitude.
 - ☐ Strong leadership commitment to the efforts needed for the proposed project to succeed.
 - ☐ Leadership’s willingness to take risks and support innovative programming.
 - ☐ Organizational mission and focus compatible with the Council’s intended outcomes for the project.
- ☐ **Consumer-Driven Focus as indicated by:**
 - ☐ Program flexibility that allows consumers’ needs and preferences to direct service provision.
 - ☐ Long-term organizational commitment to self-determination for people with disabilities.
 - ☐ Significant use of consumer input in developing plans and in operating and evaluating programs.
- ☐ **Effective Use of External Resources as indicated by routinely:**
 - ☐ Making positive use of factors like state funding or shifts in the job market.
 - ☐ Building on prior relationships with other organizations to implement system change projects.

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Continued: Does the organization have:

☐ **Ability to Build on Existing Resources as indicated by:**

- ☐ The organization and its staff have experience with innovative programming and systems change.
- ☐ A history of making creative use of available resources in the community.



Do the planned activities include:

☐ **Actively spreading the word about project successes as indicated by plans for promoting:**

- ☐ Citizen, policymaker, and leader awareness of the project's successes.
- ☐ Stakeholder buy-in to systems change, service innovation and other targeted outcomes.

☐ **Commitment to Tenacity in Pursuit of Change and Success as indicated by plans for:**

- ☐ Eliminating and/or circumventing barriers to the project's objectives.
- ☐ Evaluation that will provide ongoing information about their progress toward their goals.

☐ **Moving the Sponsoring Organization Towards Recognition as an Expert in Innovation by:**

- ☐ Developing expertise over time via projects and activities that build on one another, promoting a growing sense of competence and recognition within the organization and in the community.
- ☐ Informing decision makers and community members of the organization's efforts and successes.

Continued on next page . . .

Continued: Do the planned activities include:

- ☐ **Promoting new philosophies and practices in the community, indicated by plans for:**
 - ☐ Formal and informal education campaigns to foster change in the community.
 - ☐ Promoting change in the policies and practices of community agencies.
 - ☐ Targeting the project to motivated consumers who *want* to pursue changes in their lives.
 - ☐ Using a holistic approach, recognizing that the project addresses only one part of participants' lives, and integrating project efforts with other important services in the community.
 - ☐ Establishing the project as a resource rather than as an ongoing service provider, and providing training for the community service system on how to provide the innovative services.
- ☐ **Creative Development of Long-Term Funding by plans for:**
 - ☐ Identifying alternate sources of funding.
 - ☐ Applying for foundation grants and seeking community dollars.
 - ☐ Redirecting organizational funds for flexibility and to facilitate long-term funding.
 - ☐ Embedding project efforts into another, already existing line-item service.
 - ☐ Collaborating with other community organizations in long-term project funding
- 6. Incorporating a Strong Consumer-Driven Effort by plans for:**
 - ☐ Significant consumer involvement in planning and decision-making and in project operations.
 - ☐ Mobilizing consumers at a grassroots level to direct change.
 - ☐ Evaluation that engages consumers in assessing the project's progress, products and achievements, and in developing ways to use evaluation information to improve the project.

Continued: Do the planned activities include:

☐ **Creating Effective Collaborative Relationships with key Stakeholders/ Agencies by:**

- ☐ Creating partnerships with needed stakeholders.
- ☐ Outsourcing service delivery to others who can easily integrate and sustain long-term efforts.
- ☐ Sharing resources and costs of service provision with other key community agencies.
- ☐ Recognizing and respecting partners' roles in the process.

☐ **Making it Easy for Consumers and Staff to Promote Sustainability by plans for:**

- ☐ Recognizing and respecting partners' roles in the process
- ☐ Taking time to foster shifts in community attitudes through formal and informal education.
- ☐ Building the necessary support network by enhancing and building upon existing resources.
- ☐ Actively spreading the word about project successes.

4. Vendor Registration with the State of Michigan.

You need to be registered as a vendor with the State of Michigan before you can:

- Receive payment from the State of Michigan.
- Do business with the State.

This applies to individuals, businesses, units of government, municipalities, schools, colleges and universities. Contractors and vendors can register to sell goods and services to the State.

The DD Council cannot issue a grant award to an organization unless it is registered.

Note: The registration Web site uses 128-bit encryption for your protection. The site is best viewed using **Microsoft Internet Explorer 5** or higher or **Netscape 4.78** or higher, and the browser must be set to use the U.S. (not the International) security encryption. Your browser needs to be enabled to accept session cookies, and the site recommends a Javascript capable browser with Javascript enabled.

The state provides several ways you can register:

- You can register on the Internet at <http://www.cpexpress.state.mi.us/>.
- Email your request to DMB-vendor@Michigan.gov, or
- Telephone to (888) 734-9749 [toll-free] or (517) 373-4111 [local in Lansing], or
- Fax to (517) 373-6458.



Registering ahead of time will speed up the grant process and reduce the delay between receiving an award letter and receiving grant funds.



5. Information Specific to *Michigan Oral Health Needs Assessment for People with Developmental Disabilities*

Michigan Oral Health Coalition web site:

<http://www.mohc.org/>

Oral Health Plan of Action - a presentation:

<http://www.mohc.org/files/Oral%20Health%20Plan%20of%20Action.pdf>

Burden of Oral Disease in Michigan, 2005:

http://www.michigan.gov/documents/OHBurdenDraft_135603_7.pdf

